

**REIMBURSEMENT**

Your travel and accommodation expenses will be reimbursed through AFT. Enclosed you will find a Reimbursement Request form. It is not mandatory that you use this form for reimbursement. However, it is necessary that we receive an invoice that contains all the requested information on the form. Please note that we require receipts for reimbursement and that meal receipts should be itemized (i.e., it cannot be just a copy of a credit card receipt, it must list the food items purchased). A Sample Reimbursement Request form has been enclosed to illustrate how to complete the form. Please send request to: Teresa Bullock -American Farmland Trust – P.O. Box 987, DeKalb, IL 60115.

**HONORARIUM**

If applicable, you will be receiving a \$100 honorarium for your participation in the workshop. Enclosed you will find an Honorarium Request Form. Please complete the form and return it as indicated. Please send completed form to: Teresa Bullock - American Farmland Trust – P.O.Box 987, DeKalb, IL 60115.

**CONTACT INFORMATION FORM**

Enclosed you will find a Contact Information Form. To ensure that the contact information we have for you is accurate and complete, we are requesting participants to complete the form and return it to: Teresa Bullock - American Farmland Trust – P.O. Box 987, DeKalb, IL 60115.